

BEXHILL MARITIME

Registered Charity No. 1203659

Gifts and Hospitality Policy

Overview

It is the norm for organisations to operate a Gifts and Hospitality Policy.

In the case of Bexhill Maritime, staff and volunteers are bound by the term of the staff contract:

“Staff and volunteers are not permitted, under any circumstances, to accept rewards, gifts or gratuities from contractors or customers without the express permission of the Trustees. Likewise staff and volunteers are not allowed to offer inducements to third parties without the express authority of the Trustees.”

With regard to the Trustees, Committee members, staff and volunteers, however, with the formation of working relationships and partnerships with prominent outside bodies, organisations and companies, some will almost certainly come into contact with situations involving gifts and hospitality.

In the interests of openness and transparency, together with the protection afforded by a Gifts and Hospitality Policy with regard to unforeseen and unwelcome eventualities, such a document is advisable and highly recommended.

For current purposes, a simple policy should suffice, which may be reviewed when necessary.

Scope

This policy applies to all Trustees, Committee members, staff and volunteers of Bexhill Maritime (referred to collectively as “BM Associates”)

1. Introduction

BM Associates should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement and integrity as a BM Associate

2. Gifts and Hospitality Register

The Register will be kept at the office of BM, Bexhill-on-Sea. There is no time limit for registering gifts and hospitality, but this should be done as soon as possible, and normally within three (3) months of receipt

3. **Gifts**

Gifts are categorised into 3 broad groups, (a) and (b) to be recorded in the Register:

- a) Gifts (normally high-value items, of over £50, or which might appear to those outside the organisation as if they may have been offered to compromise personal judgement and integrity, should not be accepted without prior discussion with BM Trustees.
- b) Lower value items which might be difficult to refuse – e.g. from visitors to Bexhill Maritime – can be received, but would normally be shared or raffled
- c) Smaller gifts, e.g. those often handed out at conferences, such as pens and diaries which are essentially marketing tools, may be kept by the individual and not recorded in the register

Any gift or hospitality from an organisation known to be the subject of a dispute with Bexhill Maritime should not be accepted

4. **Hospitality and travel**

Hospitality in the form of reasonable refreshments, working lunches, etc., may be accepted and do not need to be recorded in the register.

Hospitality which goes further, for example formal dinners at conferences, or drinks receptions organised by an outside partner or organisation, or which may be of a more personalised nature, such as tickets to sporting or social events, may be accepted but need to be included in the register

Travel and other costs associated with attending a conference as a speaker
When these are paid for by the conference organisers, receipts can be kept by the BM Associate

5. **Other**

Gifts and Hospitality form a broad heading which may also evolve to include benefits and benefits in kind heretofore not taken into consideration. BM Associates are therefore encouraged to err on the side of caution, with the Gifts and Hospitality Policy being reviewed at regular intervals or whenever deemed appropriate.

Policy adopted 18h August, 2023

Updated

Review date July, 2025